

AUTHORIZATION FOR SHIPMENT OF PROPERTY  
SHIPPING ORDER

VENDOR NAME:

ADDRESS:

CONTACT:

PHONE:

IS THIS PROPERTY SAFE FOR SHIPMENT (No residual electrical charge, contamination, radiation etc.)

YES ☐

ORIGINAL PURCHASE  
ORDER NO: \_\_\_\_\_

VENDOR'S REPAIR NO/CALL NO/  
RETURN AUTHORIZATION NO:  
\_\_\_\_\_

JEFFERSON LAB INITIATOR:

PROJ: \_\_\_\_\_

\_\_\_\_\_  
JEFFERSON LAB AUTHORIZATION (Sign and print name)  
(same approval level as on a Purchase Requisition)

ORG: \_\_\_\_\_

REASON FOR SHIPMENT:

IS THIS PROPERTY DEFINED AS "HIGH RISK" BY THE JEFFERSON LAB PROPERTY MANUAL

YES ☐ NO ☐

ITEMS:	DESCRIPTION:	TAG NO.

DATE OF SHIPMENT \_\_\_\_/\_\_\_\_/\_\_\_\_

ESTIMATED RETURN DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PROPERTY MANAGEMENT SIGN OFF: OUT \_\_\_\_\_ IN \_\_\_\_\_

JEFFERSON LAB PROPERTY OFFICER (international shipments only) \_\_\_\_\_

JEFFERSON LAB EXPORT CONTROL OFFICER (international shipments only) \_\_\_\_\_

SHIPPER: \_\_\_\_\_ BILL OF LADING NO. \_\_\_\_\_

MODE:

GROUND (Regular) \_\_\_\_\_ AIR (Priority)\* \_\_\_\_\_ 2<sup>ND</sup> DAY\* \_\_\_\_\_

EST COST \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\*REQUIRES USER/VENDOR COORDINATION/APPROVAL

For Shipping and Receiving Use Only:

RECEIPT DELETED FROM DELTEK \_\_\_\_\_

VOUCHER ALREADY EXISTS \_\_\_\_\_